

PERMIT CHECKLIST-FIN BSMT,ADDT

- _____ Application must be made in the name of all property owners listed on deed (i.e., husband and wife).
- _____ Application must be filled out in ink. All required attachments such as site plan showing setbacks must be completed in ink.
- _____ All questions must be answered including question on the reverse side of the first sheet concerning the 100-year flood plain.
- _____ Zoning Permit and Building Permit application square footage must match.
- _____ **Approved well and septic permit** or public water and sewer permit for new dwellings, new commercial, pools or **additional bedrooms added**.
- N/A Virginia Department of Highways entrance permit must be submitted on all new dwelling and new commercial construction.
- _____ Recorded and approved plat showing the proposed construction with setbacks from all property lines for new dwellings and accessory structures. For new dwelling construction, exact location of driveway must be shown. New commercial construction requires a County approved site plan. **House Location Survey is acceptable** for additions to dwelling.
- _____ Recorded deed for all new dwellings and **in cases of recent transfers**.
- N/A Erosion and Sediment Control Plan – new dwellings.
- _____ Two (2) complete sets of building plans. **If finished basement**, family apartment or new barn, **Zoning will also need a floor plan**. Swimming pools require original wet seal, date and signature from engineer on each set.
- _____ Mechanics Lien Agent Form (residential – new dwellings, additions, remodeling).
- _____ Contractor Identification sheet completed. Copies of Virginia State License, Tradesman Certification, as well as copy of Fauquier County Business License for Building Contractor and all subcontractors to be provided at time of submittal.
- N/A Name of Power Company/Access or Job Number (new dwellings and service upgrades).
- _____ Agent's Affidavit Form if applicant is not the property owner.
- _____ Asbestos Inspections Certification/Exemption Form completed (remodeling and renovations).
- _____ Non-refundable Zoning Permit fee of \$75.00 due when application is turned in. Checks should be made payable to *Treasurer, Fauquier County*. Payment for Building Permit is not required until the plan review process is complete and the Approved permit is ready to be issued.

NOTE: A \$50.00 Erosion and Sediment Control Inspection fee will be added to all Building Permits issued for new single-family dwellings.